

**Special Meeting**  
**MINUTES**  
**Workforce Connection**  
**Of Central New Mexico**  
**Executive Board Meeting**  
**Thursday, July 21, 2005**  
**7:45 am**  
**MRCOG, 809 Copper, NW- First Floor Conference Room**

**Call to Order-** 7:51 a.m. – John Sapien

**Present**

Jeff Armijo  
Martha Binford  
Bob Davey  
Rita Logan  
Gwen Manfre  
Mary Lee Martin  
Virginia Murphy  
John Sapien  
Mike Swisher

**Quorum was Established**

**Excused**

Charles Aguilar  
Judy LeJeune

**Approval of Thursday, July 21, 2005 Agenda- Special Meeting**

**Motion: Bob Davey**  
**Second: Jeff Armijo**  
**No Discussion**  
**Action: Passed by voice vote**

**Tab 1: Approval of Minutes, Executive Committee: June 2, 2005**

**Motion: Mike Swisher**  
**Second: Mary Lee Martin**  
**No Discussion**  
**Action: Passed by voice vote**

**Tab 2: Monthly Expenditure Report- by Bob Davey**

- Mr. Swisher explained the monthly expenditure report of the month ending June 30, 2005
- Questions Followed**

## FINAL ACTION ITEMS

**Seven Final Action Items were discussed and voted on- All Seven were passed by voice vote**

### **Passed**

- Approval of Intergovernmental Agreement between OWTD and WCCNM
- Approval of Intergovernmental Agreement between WCCNM and NMDOL
- Approval of Agreement between MRCOG and WCCNM
- Approval of Lease for TANF Works in Bernalillo County
- Approval of Lease for TANF Works in Sandoval County
- Approval of Lease for TANF Works in Torrance County
- Approval of Lease for TANF Works in Valencia County

*(Mr. Sapien welcomed the new Executive Committee members and asked that all questions be directed to the Chair and that all members be noticed by the Chair before speaking)*

### **Tab 3: Approval of Intergovernmental Agreement between OWTD and WCCNM- Background and Introduction by Lawrence Rael**

- Mr. Rael gave the Committee a background on the TANF/WIA integration and acquisition of the TANF program.
- Effective July 1, 2005, WCCNM signed an agreement with OWTD to administer programs involving public assistance for needy families and has adopted a state TANF plan called New Mexico Works.
- WCCNM will coordinate and provide, through a sub-awardee, the TANF/NMW and FS, E&T Work Program and Scope of Work described services specifically for Bernalillo, Sandoval, Torrance and Valencia Counties; this contract is for one year with a one year option to extend.
- Mr. Rael explained that this process has been extremely challenging for everyone involved in contract negotiations.
- There are still some outstanding issues that will be re-negotiated with HSD and OWTD regarding the administering of this contract.

### **Discussion and Questions Followed**

**Motion: Jeff Armijo**

**Second: Mary Lee Martin**

**Discussion Followed**

**Action: Passed by voice vote**

**Rita Logan- Abstained from voting**

*(Mr. Raymond Sanchez suggested that a second motion be introduced stating that staff be directed to re-negotiate the outstanding issues pertaining to these contracts)*

- *Dispute resolution, if issue is with HSD*
- *Payment process*
- *Sanctions regarding 10% variation*
- *25% BAR adjustment*

**Motion to Re-Negotiate the Outstanding Issues: Jeff Armijo**  
**Second: Martha Binford**  
**Discussion Followed**  
**Action: Passed voice vote**

**Tab 4: Approval of Intergovernmental Agreement between WCCNM and NMDOL- Background And Introduction by Lawrence Rael**

- Mr. Rael explained that this contract mimics the previous contract between OWTD and WCCNM, therefore, all requirements and structure is passed on to NMDOL.
- This contract will allow NMDOL to operate all four TANF Works sites in the Central Region with roughly a \$3.6 million dollar budget. \$125K will be set aside from admin. money for incentives or in case of an emergency.
- The same issues described in Tab 3 also pertain to this contract as well as the next contract between MRCOG and WCCNM.

**Discussion and Questions Followed**

**Tab 5: Approval of Intergovernmental Agreement between WCCNM and MRCOG- Background and Introduction by Lawrence Rael**

- Mr. Rael explained that this contract is for MRCOG to act as the Administrative Entity/Fiscal Agent for the TANF program.
- This agreement will be between the Board and MRCOG to serve in the same capacity as in the WIA program.
- This agreement will be for one year, with a one year extension option, with a budget of \$275K.

**Discussion and Questions Followed**

**Motion to approve both Tab 4 and Tab 5: Mike Swisher**  
**Second: Bob Davey**  
**Discussion Followed**  
**Action: Passed by voice vote**

**Tab 6: Approval of Lease for TANF Works in Bernalillo County- Background and Introduction by Lawrence Rael**

- In order to continue services to TANF customers with a seamless transition, all four leases for TANF Works facilities will be maintained.
- The Bernalillo County lease is extremely expensive with yearly cost totaling over \$400K.
- This recommendation is to sub-lease this facility for nine months, this will allow staff to find a better suited building with less cost and more opportunity to integrate WIA.

**Discussion and Questions followed**

**Tab 7: Approval of Lease for TANF Works in Sandoval County**

**Tab 8: Approval of Lease for TANF Works in Torrance County**

**Tab 9: Approval of Lease for TANF Works in Valencia County**

**Motion to Approve all Leases: Mike Swisher**

**Second: Bob Davey**

Mr. Rael would like to clarify that the Torrance County lease will be month-to-month and the Valencia County Lease will be for three months. Valencia County will also begin to integrate WIA and TANF in the near future.

**No Discussion**

**Action: Passed by voice vote**

**Rita Logan and Martha Binford: Abstained**

## **DISCUSSION ITEMS**

**Tab 10: WIA/TANF Integration-** by Lawrence Rael

- An explanation was given to the Committee and how clients are assessed and maneuvered through the TANF system.
- Clients are initially assessed for eligibility and barriers, taken through orientation, assigned to a case manager and given services depending on barriers, needs as long as they agree to pursue employment or school.
- It was explained that clients are referred to services they may need, this could help with integration with WIA.
- Staff will have the Committees review a base-line for each of the TANF offices to review performance numbers, and client numbers.
- DOL has assumed the TANF offices and staff and through time this integration will evolve into a fully integrated, seamless service between TANF and WIA for participants.
- In the future the Board should discuss how TANF integration will affect the Board and Committees; this can be discussed at the planning session.

## **REPORTS**

**Administrative Reports-**

- Performance Measures have been negotiated between the State and USDOL for WIA, outcomes and how this will affect local measures is still unseen.
- Ramona Chavez and Jerilynn Sans are attending a USDOL sponsored training on the new Common Measures that will go into effect PY06.
- Adrienne Smith will be resigning as WIA Administrator, however, staff is working on a contract to continue Ms. Smith services to the Board.
- Staff is also preparing a grant proposal to improve the language skills limited English proficient employees in/for high growth industries.
- Summer Work Academy is going well, and will be drawing to a close in August.
- A notice was sent to Board members regarding the Board retreat and planning session that is scheduled for September 9, 2005. A venue has not been chosen. An outline will be sent to the Board prior to this meeting.

### **Committee Reports-**

- **Youth Council-** by Mary Lee Martin
  - Nothing to report the July meeting was cancelled
- **Performance and Monitoring-** by Virginia Murphy
  - The Committee has been meeting on a monthly basis to review performance measures and benchmark report from YDI and DOL.
  - This Committee has members that are dedicated and work very well together and should have information to reporting pertaining to performance at the next meeting.
- **Training and Service Provider-** by Adrienne Smith for Judy LeJeune
  - Nothing to report the July meeting was cancelled
- **Business Outreach Committee-** by Jeff Armijo
  - Nothing to report the June meeting was cancelled
  - Mr. Sapien explained that he has asked Mr. Armijo to stay on as Business Outreach Chair

### **PUBLIC COMMENT**

**Public Comments-** None

### **ADJOURNMENT**

**Adjournment- 11:12 a.m.**

**Motion: Martha Binford**

**Second: Jeff Armijo**

**Action: Passed voice vote**

**Next Meeting-**

**Date:** August 4, 2005

**Time:** 7:45 am

**Location:** Mid-Region Council of Governments

**A more detailed account of the meeting and discussions are available for review at the MRCOG offices at: 809 Copper, NW, Albuquerque, NM 87102**